

**Maria C. Andrade-Stern**

Senior Contract Administrator

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October 30, 2002

Ms. Alison Paijit  
EGAT/UP  
United States Agency for International Development  
1300 Pennsylvania Avenue  
Washington, DC 20523


RE: Contract No. LAG-I-00-99-00036-00, Task Order No. 06  
UI Project 06967-009, Urban Sectoral Training for USAID Staff  
Quarterly Task Order Progress and Cost Report, July to September 2002

Dear Ms. Paijit:

Please find enclosed the *Quarterly Task Order Progress and Cost Report, July to September 2002, Urban Sectoral Training for USAID Staff (Global)* as required under Section F.12 of the above referenced contract.

Please direct any technical questions to Ms. Clare Romanik, UI/Washington at 202.261.5527 or E-mail at cromanik@ui.urban.org. Questions of a contractual nature should be addressed to me at (202) 261-5396.

Sincerely,



Maria C. Andrade-Stern

Enclosures

cc: Dale Gredler (USAID/Washington)  
Clare Romanik (UI/Washington)  
USAID Development Clearinghouse  
IAC Deliverables File (06967-009)

**QUARTERLY TASK ORDER  
PROGRESS AND COST  
REPORT**

**JULY TO SEPTEMBER 2002**

**URBAN SECTORAL  
TRAINING FOR USAID  
STAFF (GLOBAL)**

Prepared for



Urban Sectoral Training for USAID Staff (Global)  
United States Agency for International Development  
Contract No. LAG-I-00-99-00036-00, TO No. 06

Prepared by

Clare Romanik  
*The Urban Institute*



**THE URBAN INSTITUTE**

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October 2002  
UI Project 06967-009

## **QUARTERLY TASK ORDER PROGRESS AND COST REPORT**

**JULY TO SEPTEMBER 2002**

### **URBAN SECTORAL TRAINING FOR USAID STAFF (GLOBAL)**

<b>Contract No.:</b>	LAG-I-00-99-00036-00, Task Order No. 06
<b>Date of Issuance:</b>	September 24, 2002
<b>Amount Obligated Under Task Order:</b>	\$ 119,190
<b>Total Potential Task Order Amount:</b>	\$ 119,190
<b>Dollars Expended To-date:</b>	\$ 0
<b>Key Personnel:</b>	Clare Romanik, Prime Contractor Contact 202.261.5527 cromanik@ui.urban.org

#### **Task Order Description**

Under this task order, the Urban Institute and Training Resources Group (TRG) will work with USAID's Office of Urban Programs to design three training courses for EGAT and other USAID staff. After successfully completing the series of trainings, the participants will be given a designation recognizing their expertise in urban issues. The first course is a core module, reviewing urbanization and its impact on development. The purpose of the training is to raise awareness among USAID staff about urbanization in developing countries and to draw broad linkages between urbanization and the sectors in which USAID works. There are two sectoral modules that will follow. These modules will provide in-depth, relevant training to assist USAID staff to integrate urban aspects in the programs in their sector.

#### **I. HIGHLIGHTS**

None at this time.

#### **II. PROGRESS OF MAJOR ACTIVITIES**

This project began at the end of this quarter. UI put in place the subcontract with TRG and scheduled a conference call with USAID and TRG to begin planning for the first training course. The date of the first training course was decided: December 3-4, 2002 at TRG's headquarters in Alexandria.

#### **III. DELIVERABLES AND REPORTS**

None at this time.

#### **IV. PROBLEMS OR DELAYS AFFECTING THE TASK ORDER PERFORMANCE**

None at this time.

#### **V. WORK PLANNED FOR NEXT REPORTING PERIOD**

- A conference call between USAID, UI and TRG to discuss planning is scheduled for October 2, 2002.
- UI and TRG will meet with the project's CTO and the Director and Deputy Director of the Office of Urban Programs to establish the objectives and outline of the first module, "Urban 101".
- UI will contact potential presenters for the first course, "Urban 101".
- TRG will conduct interviews with participants to determine their areas of interest.
- The venue will be confirmed.
- UI will be responsible for designing the course content and TRG will be responsible for conducting dry-runs with the presenters, tentatively scheduled for the third week in November.
- "Urban 101" will be delivered on December 3-4, 2002.
- Initial planning for the first sectoral training module will commence.

#### **VI. SPECIFIC ACTION REQUESTED**

None at this time.